



Request for Exception to an Administrative Directive

Connecticut Department of Correction

CN 1302
REV 02/06/15

Administrative Directive Number: **9.2** Title: **Offender Classification (from 9201)**

I request approval of the following exception to the above referenced directive (provide detailed explanation):

Manson Youth Institution is requesting an exception to the screening and approval process for Outside Clearance as outlined in Administrative Directive 9.2, Form CN9201. This exception would only apply to Inmates housed in designated Reintegration Units. All existing criteria will remain the same except the following criteria:

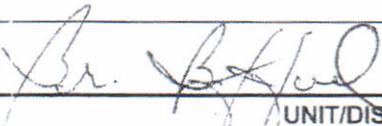
Existing: "No level four convictions, past or current offence"

Proposed Change: Inmates housed in designated reintegration units with level four convictions, (current or past) may be considered for DOC supervised outside clearance for a minimum of 90 days at the discretion of the Unit Administrator. During the 90 day period, the supervising staff shall complete an Offender Work Performance and Program removal / Refusal Form CN100101 every 30 days. The CN 100101 shall be reviewed by the Unit Manager and Unit Counselor, (Unit Team) to ensure Inmate's compliance with expectations. After a positive 90 day supervised period and with the recommendation of Unit Team, the Inmate may be considered for non DOC supervised clearance at the discretion of the Unit Administrator.

See attached documents

ORIGINATOR

Name: **Brian Bouffard** Title: **Counselor Supervisor** Date: **04/19/2016**

Signature:  Facility/Unit: **Manson Youth Institution**

UNIT/DISTRICT/DIVISION RECOMMENDATIONS

Approved Denied

Unit Administrator's signature:  Date: **4/19/16**

District Administrator's signature:  Date: **4/21/16**
(only needed if originating from a facility)

Division Administrator's signature:  Date: **5/12/16**

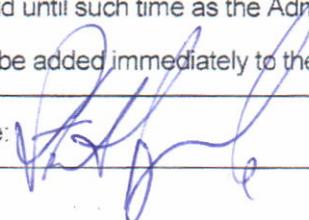
COMMISSIONER'S DECISION

This request is: **APPROVED** **DENIED** Effective date of request: _____

This exception is valid through: _____, by which the exception must be re-requested.

This exception is valid until such time as the Administrative Directive is updated.

This exception shall be added immediately to the Administrative Directive.

Commissioner's signature:  Date: **5/5/16**